

DEPARTMENT OF TRANSPORTATION
Bureau of Maintenance & Operations
Direct Hire
JOB OPPORTUNITY

REGION: Eastern Region 4
LOCATION: Cherryfield/Jonesboro
CREW: 71402
POSITION #: 025901033

DATE POSTED: July 12, 2013
DATE CLOSED: July 25, 2013
BULLETIN NO.: ER-20-13
POSITION TYPE: Permanent Full-time

JOB CLASSIFICATION: Transportation Crew Supervisor (9909)

SALARY RANGE: (Grade 17-21) \$17.92 - \$24.40 PER HOUR)

Value of State-paid Health & Dental Insurance – Effective July 1, 2013

\$340.52 bi-weekly: Greater than \$30,000.00 or equal to \$79,999.00 – 10% Employee Contribution of Premium

Value of State's share of employee's retirement: 17.07 % of pay

JOB DESCRIPTION: This is maintenance and personal services work of a supervisory nature in overseeing a crew engaged in highway, bridge, and heavy equipment maintenance and repair work. Responsibilities include planning, assigning, supervising, and inspecting a variety of maintenance projects; keeping administrative records and developing budgets and reports; and monitoring materials and supplies and use of proper safety precautions. Work is performed under limited supervision.

MINIMUM QUALIFICATIONS:

A four (4) year combination of training, experience, and education in highway, bridge, and equipment repair and maintenance and/or construction including at least one (1) year of lead worker experience.

ENTRY LEVEL KNOWLEDGES, SKILLS AND ABILITIES REQUIRED:

Knowledge of materials, methods, and equipment used in highway, bridge, and/or related maintenance work.

Knowledge of basic desktop applications.

Knowledge of occupational hazards and safety precautions associated with highway, bridge and equipment maintenance work.

Knowledge of departmental practices and procedures.

Knowledge of budget preparation, purchasing procedures, and supervisory practices and procedures.

Knowledge of the use, care, upkeep, and repair of equipment, materials and structures used on maintenance and construction projects

Knowledge of applicable laws, rules, and regulations (including, but not limited to, Federal Highway Administration, Occupational Safety & Health Administration, and Environmental Protection).

Ability to develop, plan, and schedule work programs.

Ability to resolve problems independently.

Ability to prepare complex reports, plans, and evaluations.

Ability to interpret basic blueprints.

Ability to supervise and evaluate subordinates.

Ability to exercise discretion and make logical decisions.

Ability to instruct subordinates in the use of a variety of equipment.

NECESSARY SPECIAL REQUIREMENTS:

Valid Class C with the ability to obtain a Class A license within probationary period and completion of the 30 hour OSHA Safety Course in Construction (20 CFR Part 1926).

APPLICATION PROCESS: Persons who wish to be considered must forward a completed PER 3 (Application), Cover Letter, Resume and TCS Supplemental Questions IN A SEALED envelope to: **Marjorie Cross, Personnel Assistant, Maine Department of Transportation 219 Hogan Road Bangor, Maine 04401 Tel: 941-4496** no later than 4:30 p.m. on the closing date listed above. The Direct Hire application, TCS Supplemental Questions, and additional information concerning this posting can be found at <http://www.maine.gov/mdot/jobs/index.htm>

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